

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Records Administrative Staff, DDS DATE: 8 September 1964

FROM : Chief, Administrative Staff, OCS

25 YEAR RE-REVIEW

SUBJECT: Records Space Inventory

1. The following represents a records space inventory which exists in OCS as of this date:

	QUANTITY	TYPE OF FILE
396 cu ft. - 18	66 (3 drs full)	4-drawer legal size safe
180.	3 (3 drs full)	4-drawer letter size safe
116.	80 1 1/4 dr full	2-drawer legal size safe
82	32 2 dr full	8-drawer, 16-tray, IBM card file, with combination lock
132	20 14 full	10-drawer, 20-tray, IBM card file, without combination lock
924 cu ft.	88 1/2 full	Book case section
x 400 cu ft.	222 - (2800 tapes have records)	Magnetic tape racks holding 24 tapes
x 285 cu ft.	24 (2000 tapes have records)	Magnetic tape racks holding 20 tapes
1609 cu ft.		

Questions regarding the above may be directed to [] of this staff, extension []

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x based on 7 reels = 1 cu ft.

Covers: Staff area.
Appl Div
Devel Div
ADP Div
Oper. Div.

ILLEGIB

RD

ADMINISTRATIVE - INTERNAL USE ONLY

INVENTORY OF FILES AND DOCUMENTS

OSI as of 30 June 1964

4 - drawer Legal Safes	223
2 - drawer Legal Safes	201
4 - drawer Letter Safes	
4 - drawer Mosler Legal Safes	1
4 - drawer Legal Cabinets	12
5 - drawer Legal Cabinets	4
4 - drawer Letter Cabinets	
5 - drawer Legal Safes	11
5 - drawer XXXXXXXXXXXXXXXXXX	14
5 - drawer Card Safes	
10 - drawer Card Safes	
17 - drawer Kardex Safes	1
Map Safes	1
Map Cabinets (5 drawer sections)	6
Map Cabinets (3 drawer sections)	1
*Metal Supply Cabinets	
Wooden Supply Cabinets	
Card Cabinets (2 drawer 3 x 5 sections)	
Small Parts Cabinet (w/90 drawers)	
Metal Open Shelving	211
Wooden Open Shelving	
KY-1 Unit	1
Slide File (3 drawers)	
BOOK-CASE Sections	545
*2 Door Steel Cabinets	11